GRADUATE STUDIES ENROLLMENT
TERM 1, AY 2023-2024
(Excluding School of Law)

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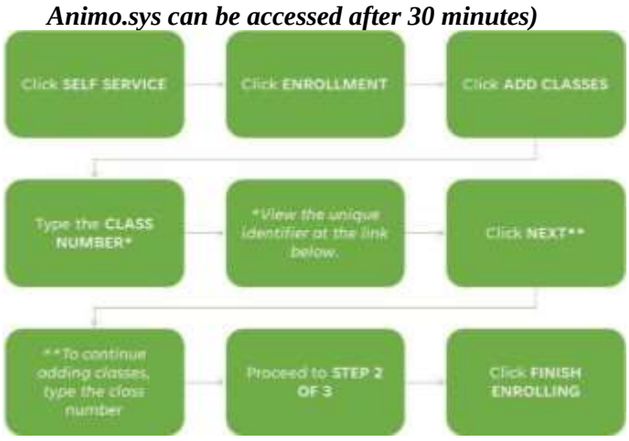
PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after Feb 11, 2023** activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	**Pre-Enlistment**	May 29, 2023 (08:00 am) - May 31, 2023 (08:00 pm) **Extended from 01 June 2023 (08:00 am) – 02 Jun 2023 (08:00 pm)**	Access http://animo.sys.dlsu.edu.ph to do the following:
3	**3A: Settlement of Clearance**	**Deadline until Aug 07, 2023**	Access http://animo.sys.dlsu.edu.ph following below:
	3B: Academic Advising		• View Primer on Graduate Studies Enrollment at https://www.dlsu.edu.ph/wp-content/uploads/2019/04/brochure_new_graduate.pdf • View actual enrollment count at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings • Visit your Program Coordinator at the department.
4	**Online Enrollment**	Aug 24, 2023 (08:00 AM) – Aug 25, 2023 (11:59 PM)	• Log in at http://animo.sys.dlsu.edu.ph to do the following: ***(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)***  • View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
		REMINDER	• A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses after the start of the term.

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MANDATORY CONFIRMATION OF ENROLLMENT

5

Starts on
25 Aug 2023
at 10:00 PM

up to

09 Sep 2023
at 11:59 PM

Please follow the confirmation steps below.

1. *Log in via* **https://my.dlsu.edu.ph**
2. *Click* ***"View Assessment"***
3. *Click* ***"Select School Year and Term"*** *search and click the* ***"Submit"*** *button.*
4. *Click* ***"I agree to the Terms and Conditions of this transaction"*** *Checkbox.*
5. *Enter your MLS password and then click* ***"Confirm"*** *button*
6. *Click either* ***"Pay Now"*** *or* ***"Pay Later"*** *button*
7. *If* ***"Pay Now"*** *button is selected, click the* ***"Proceed to Online Payment"*** *button*
8. *If* ***"Pay Later"*** *button is selected, click* ***"Select School Year and Term"*** *search and click the* ***"Submit"*** *button*

Note:

- ***Confirmation of Enrollment is a MUST.***
- **Students who will *NOT CONFIRM* their enrollment via *My.LaSalle* will be *AUTO-DROPPED from ALL* their enlisted courses starting *10 September 2023 at 12:00 AM*.**
- ***Scholars under the Office of Admissions and Scholarships must choose the Pay Later option as you need to process and secure your Certificate of Support (COS) before you can pay your tuition and fees.***

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PRINTING OF EAF

- The MLS Print EAF facility will be opened starting **26 Aug 2023 (S)**.

Reminders:

- A student who adjusted their enrollment **must print the updated EAF** based on the table of schedule.

DATE	TIME	COLLEGE	ID NO.
26 Aug 2023	08:00 AM – 09:00 AM	**BAGCED**	ID 119 & below
	09:01 AM – 10:00 AM		ID 120
	10:01 AM – 11:00 AM		ID 121
	11:01 AM – 12:00 NN		ID 122
	12:01 PM – 01:00 PM	**COS**	ID 118 & below
	01:01 PM – 02:00 PM		ID 119
	02:01 PM – 03:00 PM		ID 120
	03:01 PM – 04:00 PM		ID 121
	04:01 PM – 05:00 PM		ID 122
	05:01 PM – 06:00 PM	**CCS**	ID 118 & below
	06:01 PM – 07:00 PM		ID 119
	07:01 PM – 08:00 PM		ID 120
	08:01 PM – 09:00 PM		ID 121
27 Aug 2023	08:00 AM – 09:00 AM		ID 122
	09:01 AM – 10:00 AM	**GCOE**	ID 118 & below
	10:01 AM – 11:00 AM		ID 119
	11:01 AM – 12:00 NN		ID 120
	12:01 PM – 01:00 PM		ID 121
	01:01 PM – 02:00 PM		ID 122
	02:01 PM – 03:00 PM	**CLA**	ID 118 & below
	03:01 PM – 04:00 PM		ID 119
	04:01 PM – 05:00 PM		ID 120
	05:01 PM – 06:00 PM		ID 121
	06:01 PM – 07:00 PM		ID 122
	07:01 PM – 08:00 PM	**SOE**	ID 118 & below
	08:01 PM – 09:00 PM		ID 119
29 Aug 2023	08:00 AM – 09:00 AM		ID 120
	09:01 AM – 10:00 AM		ID 121
	10:01 AM – 11:00 AM		ID 122
	11:01 AM – 12:00 NN	**RVRCOB**	ID 118 & below
	12:01 PM – 01:00 PM		ID 119
	01:01 PM – 02:00 PM		ID 120
	02:01 PM – 03:00 PM		ID 121
	03:01 PM – 04:00 PM		ID 122
30 Aug 2023 (08:00 AM) – 25 Nov 2023 (08:00 PM)		**EAF PRINTING (ALL COLLEGES)**	
10 Sep 2023 (12:00 AM)		**Auto-dropping of all unconfirmed enrollment**	
12 Sep (09:00 AM) - 13 Sep 2023 (08:00 PM) *Note: Dropping percentage will apply a 50% retention fee will be charged for every course dropped or adjusted.*		**Online Special Adjustment (ALL COLLEGES)**	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees	July 03, 2023 – Sep 02, 2023 (08:00 pm)	1. Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of your DLSU ID to the Academic Programming Officer of their college. 2. Accomplish the Google Forms below according to your college using DLSU Gmail: LAGUNA COLLEGE: Returnee_LagunaCollege BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB SOE: http://bit.ly/Returnee_SOE 3. Animo.sys will be activated and an email about activation details will be sent to the student DLSU Gmail 4. Student will have to do the online enrollment after the activation for MLS/Animo.sys account **starting 12 noon on Aug 24, 2023 to August 30, 2023.**
Online Enrollment / Adjustment ***(Except for ID 123 New Student)***	Sep 04, 2023 (08:00 AM) – Sep 09, 2023 (08:00 PM)	A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses once the term starts. Log in animo.sys.dlsu.edu.ph
Audit Class Enrollment	Sep 04, 2023– Sep 16, 2023 (08:00 PM)	1. Students must accomplish the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request for their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.
		REMINDERS 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be processed.** 3. Before submitting, make sure that you accomplished all necessary requirements needed for processing.

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Special Class Enrollment	Aug 31, 2023– Sep 06, 2023 (08:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** Students must accomplish the Google Form of the college where the students would want to enroll in a special class using the student DLSU email: LAGUNA COLLEGE: Special_Class_LAGUNA BAGCED: https://bit.ly/GS_Special_Class_BAGCED CCS: https://bit.ly/GS_Special_Class_CCS CLA: https://bit.ly/GS_Special_Class_CLA COS: https://bit.ly/GS_Special_Class_COS GCOE: https://bit.ly/GS_Special_Class_COE RVRCOB: https://bit.ly/GS_Special_Class_RVRCOB SOE: https://bit.ly/GS_Special_Class_SOE
	Sep 07, 2023 – Sep 16, 2023 (08:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 1. Applications shall be evaluated by the Colleges and Departments. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than **Sep 20, 2023**. 2. Revised EAF can be downloaded **after three (3) working days** upon information of the approval or **not later than Sep 23, 2023.**
		REMINDERS: 1. Students must have **no pending clearance/s** with other offices. 2. Students must pay for the courses enrolled online following the **deadline for payment without surcharge.** 3. **Incomplete requirements will not be processed.** Before submitting, make sure that you accomplished all necessary requirements needed for processing. **4. MANDATORY CONFIRMATION OF ENROLLMENT IN SPECIAL CLASS IS A MUST.**
Graduate Studies Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/enroll_gs.pdf	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Leave of Absence Application **Effective for Term 1, AY 2023-2024** ***LOA is only applicable to eligible students*** **REMINDERS:** • ***Filing a Leave of Absence covers the whole term. If absence will only be for a day/week, consult the College Associate Dean or APO as such is NOT considered a Leave of Absence.*** • ***If the student enlisted for Term 1, AY 23-24 and intends to apply for LOA, he/she must drop the course/s immediately using Animo.sys account before the term starts to avoid charges/retention fee.***	Sep 04, 2023– Nov 04, 2023 (08:00 PM)	1. Students must submit an application for LOA through this **Gform** together with the documents below: ➢ *Medical certificates with a clear contact number of attending physicians [with email validation from HSO and OCCS (for mental health concerns)] is required.* ➢ *Consent letter and valid ID of the Declared Guardian* ➢ *Supporting Documents (if applicable only)* ➢ *Clearance from the Office of Admissions and Scholarships (for OAS scholars only)* 2. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt. 3. Students who are currently enrolled/enlisted, will be dropped or withdrawn (whichever is applicable) from all enrolled courses depending on the date of submission, subject to appropriate fees. 4. Application will be evaluated and once deemed complete, OUR will process the LOA as endorsements/approvals from other offices shall no longer be required. Student will be informed through email once the LOA is processed not later than 4 working days upon submission of the application. 5. It is the responsibility of the student to ensure that all necessary forms and documents must be submitted, thus, an incomplete application will not be processed. 6. Beginning Term 3, AY 2022-23, students may be on LOA for a term or more, as there shall be no limit as to the number of terms a student may apply for LOA. 7. Upon return from LOA the student will have to coordinate with the following offices to check if they have any accountability that needs to be settled before applying for returnee enrollment. ➢ **OCCS** ➢ **SDFO** ➢ **FAO** ➢ **HSO/Clinic** ➢ **Associate Dean** *8.* ***(FOR DLSU SCHOLARS ONLY)*** *Students who are recipients of scholarship grants should officially inform the DLSU Office of Admissions and Scholarships (OAS) in writing that they intend to take an LOA. Be reminded that taking an LOA is a ground for the termination of a scholarship grant unless special consideration due to meritorious cases was given by OAS. Please check the provisions in your Scholarship Guidelines related to LOA stipulated **here**.*

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment **Without** Surcharge	Until Sep 09, 2023 (Saturday)	• Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment • For those who are not able to receive their OR details including RF (for scholars) after ten (10) working days, please accomplish this **https://bit.ly/Proof_of_payment_FAQ** **REMINDERS**: 1. For further clarification or question, an email may be sent to: **cashiers@dlsu.edu.ph** a) Unposted payments b) Requests for Official Receipts (OR's) c) Tuition balances d) Payment channels **ocfo.studentservices@dlsu.edu.ph** a) Refunds b) Credit memos (scholars) c) Clearances d) Certifications 2. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for activation of your MLS account. 3. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf
Payment **With** Surcharge	From Sep 10, 2023 to Sep 30, 2023	
Last Day of Payment and Payment of 1st Installment	Sep 23, 2023	
For two (2/3) installment payments	Oct 21, 2023 05:00 PM	
For three (3/3) installment payments	Dec 09, 2023 (Saturday)	

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT	OVER-THE COUNTER-BANK PAYMENT	
	Account Name	**Bank**
• Kindly log-in to your MLS account and click the **View Assessment (with online payment)**. • Online Payment using VISA and MASTERCARD credit cards and debit cards. • Online Fund Transfer (Mobile Phone/Internet Banking) by account holders of BDO, BPI, METROBANK, RCBC, UCPB, and UNIONBANK	DE LA SALLE UNIVERSITY MANILA	BDO Land Bank (P. Ocampo Branch only) METROBANK RCBC **selected** UCPB branches UNIONBANK

For more details, please refer to this link

http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

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DEADLINE OF DROPPING COURSES

REFUND *(applicable for full payment)*	RETENTION FEE (to be charged to partial payment or no payment yet)	START DATE	END DATE
100%	0%	Aug 24, 2023	Sep 02, 2023
100%	0%	Sep 03, 2023	Sep 09, 2023
50%	50%	Sep 10, 2023	Sep 16, 2023
0%	100%	Sep 17, 2023	Sep 30, 2023
Withdrawal of Courses **(NO Refund)**	100%	Oct 02, 2023	Nov 04, 2023 (08:00 pm only)

Note:

*Student who **dropped or withdrawn their courses starting 17 Sep 2023 will be charged with the full amount regardless if the student has paid or not.***

PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	• **ID 122 and below** (except ID 123 for Term 1, AY 23-24) • **Returnee**	Log in at http://animo.sys.dlsu.edu.ph and follow these steps:
Manual Dropping	• **ID 123 New Students** • **Students with Inactive animo.sys account** **REMINDER:** • Student must have **no pending clearance/s** with other offices	**1.** Student must accomplish the Application for Manual Dropping Form: **https://bit.ly/Manual_Dropping_UG_GS** 2. OUR will coordinate with the Associate Dean of the College/School for their endorsement. 3. Once cleared, Enrollment In-Charge will drop the courses from the enrolled subjects of the students. 4. An email will be send to the student once the application has been processed. 5. Students may then download and print the updated EAF through an MLS account.

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PART I OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

GENERAL REMINDERS

1. Student must have **no pending clearance/s** with other offices.

2. The requirement for Academic Completion will not be applicable upon application for non-coursework, but **students must ensure that he/she has taken all academic requirements of the program.**

3. Types of enrollment:
   a. **ONLINE ENROLLMENT**: Please see Step 4B: (http://animo.sys.dlsu.edu.ph)
   b. **MANUAL ENROLLMENT via GOOGLE SHEET**: Please check the table starting on the next page for the link and requirements

   Online and Manual Enrollment Schedules:
   - Weekdays: 08:00 am to 12:00 pm and 01:30 pm to 05:00 pm
   - Saturdays: 08:00 am to 12:00 pm

4. If a student is **not enrolled in the previous term**, he/she needs to process Manual enrollment (same procedure for Thesis/Dissertation Writing 1).

5. Official enrollment in Residency will include access to Library services and other applicable miscellaneous fees for the term.

PROCEDURES USING GOOGLE SHEET

1. Student **must accomplish** the Application Form (please see table starting on the next page for reference), and **save it in PDF format**

2. Student **must secure** the email endorsement/approval **using DLSU Email** based on the requirements needed in the form and once received, s**ave the copy email thread of approval in PDF format** from the following:
   - ✓ Thesis/Dissertation Adviser/Mentor
   - ✓ Department Chair or GS Program Coordinator
   - ✓ Associate Dean of the College/School

3. Student **must fill-up** the information needed in the Google Sheet (Please see table below) and **attached the following requirements** needed:
   - ✓ Application Form (PDF)
   - ✓ Email Thread of Approval (PDF)

4. **Incomplete requirements will not be processed**. Before submitting, make sure that you accomplished all necessary requirements needed for processing.

5. Only applications submitted following the guidelines on the schedule stated above will be evaluated and will be processed.

6. Once cleared, students may **start to download and print** the updated EAF through the MLS account **after 4 working day**s.

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PART II OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Aug 30, 2023 – Sep 30, 2023 (08:00 PM)	**Qualification for Employee Discount**	✓ For employees of DLSU-Taft, Makati, BGC and Laguna Campus only	EMPLOYEE DISC	Google Form* *(should NOT do the online enrollment)*	GFORM EMPLOYEE
Aug 24, 2023– Sep 16, 2023 (08:00 PM)	**Residency** *(includes library fee and access)*	✓ Enrolled in the Previous Term		Online Enrollment	ANIMO SYS
		✓ Returnee		Online Enrollment	

Steps to get the Residency+Library Class Number (via MLS):

1. Proceed to View Course Offerings:
2. Enter your **ID number** and click **Submit** https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
3. In the search box, type your **College Residency Code:**

COLLEGE	RESIDENCY CODE
BAGCED	CED8500
CCS	CCS8500
COS	COS8500
CLA	CLA8500
GCOE	COE8500
RVRCOB	COB8500
SOE	SOE8500

4. Then click **Search**
5. Get the equivalent Class Number (unique identifier for each course code & section) of an Open Section (in green font)

Steps to Enroll via Animo.sys:

1. Log in at http://animo.sys.dlsu.edu.ph

2. Print updated EAF through My.LaSalle account (https://my.dlsu.edu.ph/).

Reminders:

- Please be mindful to check your EAF if you are **enrolled in the correct Residency Code.**
- You can still correct your Residency code within the period of Residency enrollment. Beyond this period, all corrections will be subject to approval and with penalty.

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PART III OF THE NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING	LINK
Aug 24, 2023 – Sep 16, 2023 (08:00 PM)	**Directed Research** **MBA Integration Action Research Paper** **Practicum** **Project Paper** **Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED-DEAL)**	✓ Passed all Academic Requirements of the Program	**RESEARCH _FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_ RESEARCH**
	Thesis/ Dissertation Writing 1 only	✓ Passed all Academic Completion Certificate	**WRITING FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_ WRITING**
	Thesis/ Dissertation Writing 2 onwards	✓ Returnee ✓ Not enrolled in T/D Writing on **Term 3,** ✓ **AY 2022-23**			
		✓ Enrolled in the Previous Term		Online Enrollment	**ANIMOSYS**

THESIS/ DISSERTATION WRITING 2 ONWARDS: EQUIVALENT CLASS NUMBER THROUGH VIEW COURSE OFFERINGS (https://enroll.dlsu.edu.ph/dlsu/view_course_offerings)

Example:

- You are enrolled last term in SPE852M GA4, to get the equivalent Class number just add/plus 1 to your previous code, SPE853M.
- Then search SPE853M GA4 in View Course Offerings.
- Look for the equivalent Class number based on the section assigned to you which is also equivalent to your Mentor / Adviser.

Steps:

1. Log in at http://animo.sys.dlsu.edu.ph

***Find unique identifier here:**
https://enroll.dlsu.edu.ph/dlsu/view_course_offerings

2. Print updated EAF through MyLasalle account (https://my.dlsu.edu.ph/).

Deadline of Payment without Surcharge for the following Non-Coursework is until

Sep 23, 2023 only:

●Directed Research ●MBA Integration Action Research Paper ●Practicum ●Project Paper ●Pre-Dissertation Research/ WCE Integrative Writing: LIN851D (BAGCED) ●Thesis/ Dissertation Writing ●Residency

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PART IV OF NON-COURSEWORK ENROLLMENT SCHEDULE

DATE	ENROLLMENT	REMARKS	FORMS	PROCESSING *see procedure above	LINK
Sep 04, 2023 – Oct 21, 2023 (08:00 PM)	**Thesis/ Dissertation Final Defense**	✓ Enrolled in Writing ✓ Passed Proposal Defense	**DEFENSE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_FINAL_D**
Sep 04, 2023 – Nov 04, 2023 (08:00 PM)	**Thesis/ Dissertation Proposal Defense**	✓ Enrolled in Writing	**DEFENSE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_PROPOSAL_D**
Sep 18, 2023 – Sep 30, 2023 (08:00 PM)	**Written Comprehensive Exam (WCE)** **Qualifying Exam (BAGCED and COS)**	✓ Enrolled in Residency ✓ Passed all Academic Completion Certificate	**WCE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_WCE**
Oct 30,2023– Nov 04, 2023 (08:00 PM)	**Application for Doctoral Candidacy Exam (COS)**	✓ Enrolled in Residency	**OCE_FORM**	Google Form* *(should NOT do the online enrollment)*	**GFORM_OCE**
	Oral Comprehensive Exam (OCE)	✓ Enrolled in Residency ✓ Passed all Academic Completion Certificate			

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CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
NOTE: Except for Saturdays, Sundays / Holidays / Non-working days **Lunch Break:** Monday to Friday 12:00 noon to 01:30 pm	• Mon-Fri 09:00 am to 12:00 nn and 01:30 pm to 05:00 pm • Sat 09:00 am to 12:00 nn **DLSU Trunk Line:** • (632) 8-524-46-11 local 116	• For the complete list of fees, you may visit **GLOSSARY_FEE** • For the approximate computation of tuition and fees you may visit **TUITION_FEE_CALCULATOR** • Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** • For concern/s, kindly email **OUR** at registrar@dlsu.edu.ph. For **ITS**, kindly visit the **ENROLLMENT LOG** using your DLSU Gmail account.

COLLEGE CONCERNS	COLLEGE/SCHOOL	Associate Dean	Academic Programming Officer (APO)
For the following but not limited to: • **Audit Class Enrollment** • **Manual Dropping** • **Free Electives/ Minors** • **Special Class**	School of Innovation and Sustainability (**formerly known as LAGUNA CAMPUS**)	assocdeanLC@dlsu.edu.ph	**MS. MARICEL DELA ROCA** maricel.delaroca@dlsu.edu.ph
	Br. Andrew Gonzalez College of Education (**BAGCED**)	assocdeanBAGCED@dlsu.edu.ph	**MS. LIBERTY SANTOS** liberty.santos@dlsu.edu.ph
	College of Computer Studies (**CCS**)	assocdeanCCS@dlsu.edu.ph	**MS. HAZEL R. VENTURA** hazel.ventura@dlsu.edu.ph
	College of Liberal Arts (**CLA**)	assocdeanCLA@dlsu.edu.ph	**MS. GINA ESPENILLA** gina.espenilla@dlsu.edu.ph
	College of Science (**COS**)	assocdeanCOS@dlsu.edu.ph	**MS. MA. CRISTINA TISMO** ma.cristina.tismo@dlsu.edu.ph
	Gokongwei College of Engineering (**GCOE**)	assocdeanGCOE@dlsu.edu.ph	**MR. EDDIEMON PANEM** eddiemon.panem@dlsu.edu.ph
	Ramon V. del Rosario College of Business (**RVRCOB**)	assocdeanRVRCOB@dlsu.edu.ph	**MS. REMEDIOS TAMACA** remedios.tamaca@dlsu.edu.ph
	School of Economics (**SOE**)	assocdeanSOE@dlsu.edu.ph	**MS. PURISIMA G. LIPATA** purisima.lipata@dlsu.edu.ph